



**DEPARTMENT OF THE NAVY**  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, DC 20350-2000

OPNAVINST 5710.27B  
N2L  
28 JUL 03

OPNAV INSTRUCTION 5710.27B

From: Chief of Naval Operations

Subj: CHIEF OF NAVAL OPERATIONS COUNTERPART VISIT PROGRAM

Ref: (a) DOD Directive 7250.13 of 10 Sep 02  
(b) SECNAVINST 5720.44A  
(c) SECNAVINST 1650.1G  
(d) DOD Directive 4500.56 of 2 Mar 97  
(e) SECNAVINST 7042.7J  
(f) SECNAVINST 7042.14A  
(g) NAVSUP 1000

Encl: (1) Guidelines for Conducting CNO Counterpart Visits

1. Purpose. To provide guidelines regarding the conduct of the Chief of Naval Operations (CNO)-hosted foreign counterpart visits.

2. Cancellation. OPNAVINST 5710.27A.

3. Background. The CNO routinely invites his foreign counterparts to visit the United States for general orientation and familiarization with the U.S. Navy. Personal contacts fostered by such visits lead to greater cooperation and understanding between the U.S. Navy and the foreign visitor's navy.

4. Discussion. Programs and visitors covered by references (a) and (b) are not within the purview of this instruction. Only CNO-hosted foreign counterpart visits or foreign visits hosted on behalf of CNO shall be considered by this instruction.

5. Responsibility. The CNO is responsible for all CNO-hosted counterpart visits. The Assistant to the Director of Naval Intelligence for Foreign Liaison, CNO (N2L), is responsible for the coordination and execution of all CNO-hosted counterpart visits. CNO (N2L) will coordinate with fleet and area

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commanders to ensure that all requirements of enclosure (1) are met. Fleet and regional commanders are responsible for coordinating subordinate command support of CNO-hosted counterpart visits.

6. Action. Fleet and area commanders will follow procedures set forth in enclosure (1).

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# GUIDELINES FOR CONDUCTING CNO COUNTERPART VISITS

1. Purpose. To provide guidelines for administering CNO foreign counterpart visits.
2. General. CNO invites his foreign navy equivalents to the United States as official guests of the U.S. Navy. These visits consist of general orientation and familiarization with the U.S. naval establishment. Preparation and execution of counterpart visits are divided into three general categories: scheduling, planning, and execution.
3. Scheduling. The selection and long term scheduling of visitors is coordinated in CNO between N00A/N00A1/N00A2 (CNO Executive Assistant/Aide), CNO (N2L) (Assistant for Foreign Liaison), the applicable N52 (Maritime Security Cooperation Division) geographic region branch and N52B. Upon approval of the long range schedule by the CNO, the CNO escort officer in N2L will, at a minimum, (1) make an informal query of the prospective visitor to determine the feasibility of proposed dates for the visit and (2) send a formal invitation to visit the U.S., from CNO.
4. Planning. Once an affirmative response is received to the informal query, CNO (N2L) initiates the planning stage of the visit.
  - a. The following are the minimum requirements for coordination of a CNO counterpart visit:
    - (1) Notification provided to commands that will be visited.
    - (2) Initiation of Legion of Merit (LOM) Award, after first ensuring the foreign country allows presentation of foreign awards to its military leaders (ref c).
    - (3) Scheduling of Pentagon office calls.
    - (4) Visiting Flag Quarters (VFQ) reservations.
    - (5) Local transportation support.
    - (6) Visit funding.

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(7) Invitational travel orders, in accordance with Reference (d).

(8) Air travel.

(9) D.C. photographic support.

(10) Tasking Message - The tasking message contains a skeletal outline of the proposed itinerary. The selection of commands to be visited and a rough local itinerary is the result of N52 inputs and consultation between U.S. Navy and foreign navy representatives. This information will be given informally to local project offices 6 to 8 weeks before the visit. The tasking message will give specific guidance as follows (as applicable):

- (a) Greeting/farewell by local flag host.
- (b) Hosted lunch/reception/dinner by flag host as appropriate.
- (c) Assignment of local project officers.
- (d) Assignment of local escort officers.
- (e) Local itineraries.
- (f) Local ground transportation.
- (g) Local photographic support; includes delivery of undeveloped film to CNO project officer.
- (h) Provision of financial data for reimbursement of local funds.
- (i) Guest list for all hosted functions.
- (j) Local foreign students in visit itinerary.
- (k) Local uniform/civilian attire requirements.
- (l) Local points of contact (POC).
- (m) Biographies of local senior officers.
- (n) Protocol requirements.

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(o) Dietary requirements.

(p) Disclosure guidance.

Responses to the tasking message proposing local itineraries will be sent via area and fleet commanders to CNO (N2L) 3 weeks prior to commencement of the visit.

(9) Local itinerary - The local itinerary will incorporate all the requirements in the tasking message. All official party members will be included in all events. Exclusion of any official party member must have prior approval of the CNO project officer.

b. Washington Arrangements - The CNO project officer interfaces with numerous Washington military/civilian organizations to formulate a meaningful program which includes: arrival ceremony, Legion of Merit (LOM) presentation, wreath laying at the Tomb of the Unknowns, calls/briefings, luncheon/dinner, and spouses itinerary.

c. Trip schedules/gifts - Trip books/gifts/biographic book/local invitations/guest lists are prepared by the CNO project officer. All gifts shall be coordinated in accordance with the ethics regulations and other governing regulations.

d. Air Travel - Air transportation for the CNO counterpart official party is provided by the U.S. Navy. CNO's VP-3A is routinely utilized for this mission. If CNO's aircraft is unavailable another VP-3A will be assigned. On occasion a SECNAV C-20 or MOD X C-9 will be used. The aircraft and aircrew are dedicated to the visiting official party for the duration of the visit.

e. Funding - Official Representation Funds (ORF) or Latin American Cooperation (LATAM Co-OP) funds are used to defray the costs associated with CNO counterpart visits. ORF/LATAM CO-OP funds cover the expenses of the principal guest and three other accompanying staff members and/or spouse of the principal to a maximum of four funded visitors. CNO project officer and U.S. Naval Attaché (ALUSNA) funding is covered by a combination of Office of Naval Intelligence (ONI) OM,N (travel) and ORF/LATAM CO-OP monies. All ORF/LATAM CO-OP and OM,N funds are spent per guidance contained in references (a), (b), (d) (e) and (f). The CNO project officer is in charge of distribution and accounting of all ORF/LATAM CO-OP monies for the visit.

f. Official Entertainment - Official entertainment is incorporated in all CNO counterpart visit programs. This official entertainment is divided into events (luncheon/dinner/reception) hosted by senior U.S. flag rank officers of installations visited and official sightseeing/recreational activities conducted after working hours and on weekends. Should the spouse of the CNO counterpart travel as a member of the official party, a separate itinerary will be prepared when/where it would be inappropriate for spouse to accompany the principal to events such as briefings, ship visits, military demonstrations, etc. All official entertainment is funded with ORF monies and conducted per references (a), (b), (d) (e) and (f). The CNO project officer coordinates all official entertainment with local project officers of subordinate commands visited.

g. Accommodations - All visiting CNO counterparts will be billeted in Visiting Flag Quarters (VFQ) at various installations visited, when possible. If appropriate VFQ's are unavailable/non-existent or the visiting CNO counterpart prefers civilian accommodations, commercial hotels will be utilized. The Washington schedule of events precludes billeting other than at the Washington Navy Yard (WNY) VFQ. Accommodations are arranged by local project officers in coordination with the CNO project officer.

h. Media Coverage - Public Affairs Office/Press coverage should be low key and stress professional aspects of the visit. Press releases should not be released prior to the visit.

5. Execution. CNO counterparts on tour of U.S. Navy installations are accompanied by the CNO project officer responsible for visit planning/execution, the ALUSNA, and outside Washington, by a locally assigned project/escort officer. The CNO project officer and ALUSNA shall accompany the CNO counterpart throughout the tour. Consideration should be given to assigning the applicable N52X country desk officer as a country expert escort in those cases where there is little or no policy-level interaction between the U.S. Navy and the country represented and/or where cultural sensitivities warrant. Subordinate commands/commanders shall assist project/escort officers in fulfilling their missions and are encouraged to solicit their advice on any phase of local itineraries.